



PRE-FILING MEETING/ PRE-DEVELOPMENT CONFERENCE

Submittal Standards	PRE-FILING MEETING	PREDEVELOPMENT MINOR	PREDEVELOPMENT MAJOR	RECEIVED
<p>Note: All required information identified on this submittal standard must be provided for the conference request to be processed. The number indicates the number of copies required.</p>				
<p>Cover Letter: A cover letter providing a detailed explanation of the project to include the proposed use, the size of the structure, the type of site improvements planned, the occupancy classification and type of construction, and any permits and reviews already initiated that affect the project.</p>	2	8	8	
<p>Conceptual Site Plan: The site plan must be drawn to scale no smaller than 1"=100' and include: a North arrow, indicators for all property corners with property dimensions noted, all proposed and existing structures including tanks, fences, etc., adjacent road(s) and approaches identified, and identification of adjacent land uses with the current zone. Site plans must be drawn on a minimum sheet size of 11" x 17". Refer to Title 18J Design Standards and Guidelines.</p>	2	8	8	
<p>Design Standard Checklist: Required for Administrative Design Review applications.</p>		2	2	
<p>Vicinity Map: May be included on the site plan.</p>		8	8	
<p>Soils Information: Soil conservation service classification.</p>			8	
<p>Water Availability data: A completed Certificate of Water Availability form with fire flow information and a water vicinity map from the water purveyor.</p>		8	8	
<p>Estimated Traffic Volumes: Average daily trips.</p>			8	
<p>Conceptual Floor Plan and Building Elevation Detail: Identify all existing and proposed uses, and include the maximum height of the proposed structures.</p>		8	8	
Fees	\$378.	\$378.	\$1,764.	

GENERAL:

Applications for a pre-filing meeting or a pre-development conference must include the required information, number of copies, and fee identified in the submittal standard. County staff will review the application and then contact the applicant via telephone or mail to schedule a meeting or conference date. Pre-filing meetings will generally be scheduled within four (4) weeks from application. Minor Pre-Development conferences will typically be two (2) weeks from application, and Major Pre-Development conferences are approximately four (4) weeks from application date. Pre-Development Conferences are held on Wednesday and Thursday afternoons from 2:30 – 4:30 pm at the Development Center.

County staff will review the application submittal packet and attend the meeting or conference to answer questions and explain applicable review processes for the proposed project. Staff will provide all appropriate submittal standards and forms relevant for the proposed project.

PRE-FILING MEETING:

A pre-filing meeting is available to discuss projects that require a land division application. The meeting will include a Planner and representatives from Development Engineering and Resource Management, as needed. The pre-filing meeting will provide information on all required application material, the hearing or administrative review process, and a list of requirements for the proposed application submittal.

PRE-DEVELOPMENT CONFERENCE- MINOR:

A Minor Pre-Development is a voluntary meeting designed to offer owners, developers, and design professionals an opportunity to obtain information about development regulations that will apply to a proposed construction project.

PRE-DEVELOPMENT CONFERENCE- MAJOR:

A Major Pre-Development Conference is available to define those items of department/division review which if not addressed at the conceptual stage, are of such significance that continuation of the project might result in substantial technical difficulties during permit processing. It is not within the scope of the pre-development conference to provide the detailed review that is normally carried out after the application is filed. It is also not the intent of the conference to provide design work relative to the project. County staff review responses will be mailed, or faxed to the proponent one (1) week prior to the conference date. Note: the fee for a Major Pre-Development Conference may be refunded to the applicant if a building permit is applied for within one (1) year of the meeting date.

For more information about our Pre-Filing or Pre-Development Conference services please contact Donna Magnussen at (253) 798-3198.